

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 06-163

POSITION TITLE/NUMBER: HR Assistant (Military) (Indefinite), 06-163, (PD No: 70535000)

GRADE/PAY: GS-0203-06 \$31,601.00 - \$41,080.00 per annum

DUTY LOCATION: Det 1, 1710th Trans Co, Emporia, Virginia

OPENING DATE: 25 October 2006 **CLOSING DATE:** 28 November 2006 (1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Enlisted Personnel (NTE E-7)

WHO CAN APPLY:

GROUP I - All qualified Enlisted Personnel (NTE E-7) currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II - All qualified Virginia Army and Air National Guard Enlisted Personnel (NTE E7) regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached to the application if enlistment occurred within 60 days prior to or during the advertisement period.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of a MOS as follows: E: CMF: 42, 92 (If no 42 or 92, then predominant MOS of unit)

MILITARY ASSIGNMENT: Applicant selected for this military technician position must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit, and MOS prior to placement.

POINT OF CONTACT: SFC Eric R. Gray, (757) 961-6513

QUALIFICATION REQUIREMENTS:

GENERAL - Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

SPECIALIZED- Must have nine (9) months of experience which equipped the applicant with the following experience to successfully perform the duties of the position, such as: experience in researching military personnel rules and regulations to recommend applicable procedures; experience in preparing written reports, composing letters, and providing a variety of information orally. Experience in interpreting and applying military personnel rules/regulations to non procedural cases; experience which has provided a knowledge of the structure of a military organization.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs): Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than ten (10) qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Knowledge of laws, rules, regulations and precedents relating to military personnel programs.
2. Skill in oral and written communication in expressing and securing information.
3. Ability to interpret and apply rules and regulations.
4. Knowledge of military organizational structure.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: For the first six months of specialized experience, study successfully completed in a resident school above the high school level may be substituted at the rate of one academic year of study for six months of specialized experience, provided the study included at least 6 semester hours in subjects closely related to the personnel administration field. Such subjects include: English composition; public administration; personnel; statistics, psychology, or other courses where primary emphasis is on writing skills. Applicant must submit transcripts, diplomas or other forms of completion certificates to provide verification of courses.

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DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 70535000- Incumbent is responsible for military personnel and administrative work for the unit. Initiates and/or completes personnel actions for the unit such as appointment packages, new member personnel in-processing, discharges, promotions, reductions, MOS assignments, and transfers. Prepares and submits payrolls for inactive and active duty training including uniform allowances, supplemental and incapacitation payrolls. Posts publications, maintains files, posts updates, and changes. Assists, as required, in training administration for the unit. Assists in maintaining working relationships with local officials, clubs etc., for a variety of purposes such as armory security coordination with police, suitability investigations, armory rental, unit participation in celebrations, or fund raising drives. Assists in completing supply transactions for the unit in the absence of the Supply NCO/Technician. As directed, performs recruiting duties to maintain the unit at authorized strength.

REMARKS: This position is being advertised as an indefinite appointment and applicant selected may be released at any time.

In the event a permanent employee is accepted for this indefinite position, there will be a change in their tenure from permanent to indefinite.

Indefinite appointments may be made permanent at a later date without competition. Individual will be advised of his/her rights and benefits to which entitled.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@ng.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PREPLACEMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>.

TPVA 06-163

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer